



Q: How do I use the Discussion Board?

A: The Discussion Board allows students and instructors to post messages and participate in online discussions. To post a message:

1. Click the "Discussion Board" menu option. If there is no "Discussion Board" menu option, click the "Communication" button, and from the next screen choose "Discussion Board."
2. Click on the title of the forum in which you want to post a message.
3. Click the "Thread" button in the upper left-hand side of the screen.
4. Enter the subject line for your posting, and then type your message in the text box.
5. If you want to attach a file or post a document with your message, click the "Browse" button at the bottom of the screen, and select the file you wish to attach.
6. Click the "Submit" button at the bottom of the screen to save the changes to Blackboard.

Q: How do I submit my assignment files through SafeAssign?

A: Complete your assignment. Save it as a Microsoft Word or Rich Text Format (RTF) file. Then, send it to your instructor using the "View/Complete" link, as follows:

1. Click on the "View/Complete" link for the SafeAssign Assignment within your course.
2. Enter any comments for the instructor in the Comments box (optional).
3. Click Browse button to locate a file to upload as a SafeAssignment.
4. Click "SUBMIT" to send your assignment for plagiarism checking and grading.

You have the option to volunteer your paper to the Global Reference Database that will allow other papers from other institutions to be checked against yours to protect the originality of your work across institutions.

Q: How do I view the SafeAssign report?

A: First you must submit your paper through the SafeAssignment. After the matching process is complete, from the content area within a course, select

the SafeAssignment link and click "View/Complete." You will see all of the information associated with your paper: "Matching" means the percentage of the paper that matched with different source documents. The "SA Report" link allows you to view the SafeAssign Originality Report detailing the results of the matching process. You will only see this if your instructor has made the report "Student Viewable".

Q: How do I check my grades for submitted assignments in Blackboard?

- A:** To find grades in Blackboard, follow these steps:
1. Login to Blackboard.
 2. On the "Welcome Screen", under "Tools" (on the left side of the screen), click on "My Grades", which will display grades for 'all' of your online courses.
 3. To check 'individual' grades for a specific online course, click on its link in the "My Courses" list.
 4. Click on "Student Tools" on the menu.
 5. Click on the "My Grades" link.

Q: I still have questions about Blackboard or my account. How do I get technical assistance?

A: Please call the Student Blackboard Helpline: (866) 588-8306
or go to the following link to chat or submit ticket:
<http://tinyurl.com/tourobhhelp>



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Blackboard Quick Reference for Students



Blackboard Quick Reference for Students

The following is a quick overview of the Blackboard system used for online courses and traditional classes at Touro. In order to access your courses on Blackboard, you must have a Blackboard ID and password, Internet access and an email account. Please follow these steps:

1. When registering at Touro Registrar's Office - **ASK FOR YOUR TOURO ID #**
2. Login to TC-WEB (<http://tcweb.touro.edu>) and update your e-mail address.

Getting Started in Blackboard

1. Open <http://blackboard.touro.edu> in a web browser and click the link corresponding to your program:
 - a) Click "Login";
 - b) Your Blackboard username is your Touro ID # (without any leading zero's); if you do not know your Touro ID #, please contact the Registrar.
- c) Your default password is the Month & Day of your date of Birth, along with the last two digits of your Touro ID#, followed by the first two letters of your first name and the first two letters of your last name in lowercase

NOTE: Only the Registrar is authorized to give you your Touro ID # after verifying your identity. Any Registrar office can give you your Touro ID #, not only the one you registered at.

EXAMPLE: John Smith, DOB - 11/09/89, Touro ID# - 123456. The default password will be 110956josm. Change your password the first time you login to Blackboard, for security reasons (see section below - Customizing Your Account).

2. Enter your Blackboard username and password, and click on the "Login" button.
3. You will see a "Welcome" page with a list of your courses.

BROWSER COMPATIBILITY NOTE: Internet Explorer is the preferred browser with Blackboard. If you are using a browser other than Internet Explorer and you are experiencing technical difficulties with Blackboard activities, switch to Internet Explorer. Please visit the following Web page for more details: blackboard.touro.edu/browsers

Using Blackboard

Once you login to your Blackboard account, you will see the main page in your browser window. This screen lists all of the courses you are taking, announcements posted by Touro College or your instructors, and other information. You can always return to this page by clicking the "Touro College" tab at the top of the window. To go directly to your courses, simply click on the name of the course you wish to enter, on the right side of your screen, in the "My Courses" box. From there, navigate through the course by clicking the buttons or text labels on the left side of the screen.

Customizing Your Account

You can edit your user profile by clicking the Personal Information link in the Tools section of the main page (Touro College tab), on the left side of the screen. From here you can:

1. Change Password - manage your account password. It is recommended that you change your password periodically to ensure security. We suggest using numbers or other characters so that your password is not easy to guess (for example: "apple3-25").
2. Set Privacy Options - specify what personal profile information appears in the User Directory. (By default, settings exclude your user profile from the User Directory.)
3. Any other changes to personal information should be done through the Registrar

NOTE: Make sure that you are using the correct capitalization - passwords are case-sensitive (greAT is different than Great).

Frequently Asked Questions

Q: I have forgotten my username and/or password, or I am having trouble logging on. What do I do?

A: Usernames and passwords are case sensitive (greAT is different than Great), so please make sure that you are typing the information correctly. You can reset your password by clicking on the "Forgot your password" link under the login form. A password reset URL will be sent to the email address we have on file for you. [Check with TCWEB/Registrar] Also, make sure that you are logging in to Touro's Blackboard web address of <http://blackboard.touro.edu> and not to the commercial site for <http://www.Blackboard.com>. If you still have trouble, contact the Student Blackboard Helpline (866) 588-8306 or go to blackboard.touro.edu/help

Q: How do I send my assignment files to my instructor?

A: Complete your assignment. Save it as a Microsoft Word or Rich Text Format (RTF) file. Then, send it to your instructor using the "View/Complete" link, as follows:

1. Click on the "View/Complete" link for the Assignment within your course.
2. Enter any comments for the instructor in the Comments box (optional).
3. Click "Browse", and locate the file to attach. (You can attach more than one file to your assignment by clicking "Add Another File" after each one.)
4. Click "SUBMIT" to send your assignment to your instructor.

Please understand the difference between "SUBMIT" and "SAVE":

- Clicking the "SAVE" button allows you to keep working on the assignment without submitting it.
- The "SUBMIT" button is an actual submission, so your instructor will be able to open and grade your assignment.

NOTE: Once an assignment is submitted to your instructor, it is no longer available to you to modify. You must contact your instructor in order to allow you to resubmit your assignment.